

LESHC 1.0 (DRAFT 2.0)

Guidelines and R2A2s for the Laboratory Environmental, Safety and Health Committee



Prepared by: _____
Edward T. Lessard
Chair of LESHC

Reviewed by: _____
James Tarpinian,
Assistant Laboratory Director for ESHQ

Approved by: _____
Thomas Sheridan,
Deputy Laboratory Director for Operations

Date: _____



1.Purpose and Scope

1.1.This guideline provides instructions for the Laboratory's Environmental, Safety and Health Committee (LESHC) to carry out the review of ESH issues defined in Section 3.0.

2. Membership

2.1.Appointed by: Deputy Director for Operations.

2.2.Term: Three years

2.3.Members: The membership includes term members, the Secretary, and Ex Officio members from the ESHQ Directorate.

2.3.1.The charge of the Committee and the current membership are located in the Laboratory's Committee Handbook at <https://sbms.bnl.gov/ld/ld16/ld16d231.htm>

NOTE:

Given the importance of the proceedings for this Committee to Laboratory operations, every effort should be made by members to attend, including schedule/work adjustments by their supervisors.

3.Roles, Responsibilities, Accountabilities and Authorities

3.1.Roles

3.1.1.The LESHC advises the operating organizations and the Deputy Director for Operations on environmental impact, radiation and general safety and health matters associated with all Laboratory operations.

3.1.2.The LESHC provides independent assurance to the Deputy Director for Operations that an in-depth analysis commensurate with the hazards involved has been performed and that a project or facility can function without undue risk to the environment, public or workers.

3.2.Responsibilities

3.2.1.The LESHC shall review and make recommendations to the Deputy Director for Operations on new projects or facilities for which formal safety analyses are required.

3.2.2.The LESHC Secretary shall notify the Assistant Laboratory Director for ESHQ about LESHC meetings and decisions.

3.2.3. The LESHC shall review and make recommendations to the Deputy Director for Operations on proposed changes or modifications to existing facilities significantly affecting safety and environmental protection.

3.2.4. The LESHC shall review and recommend for approval all new or significantly revised facility authorization basis documents such as: Basis for Interim Operations, Safety Analysis Reports, Unreviewed Safety Issues, Unreviewed Safety Questions, Safety Assessment Documents, Accelerator Safety Envelopes, or Operational Safety Limits.

3.2.5. The LESHC shall review documented designs of flammable and non-flammable cryogenic systems excluding commercial vessels built to industry standards and used exclusively for storage of non-flammable cryogenic materials.

3.2.6. The LESHC shall assist Department Chairs, Division Managers, Associate Laboratory Directors, Assistant Laboratory Directors (ALDs) and Deputy Directors who may call upon the Committee to review a specific ES&H-related issue. See NOTE.

NOTE:

The following are types of environmental and safety-related activities that the Committee may be called upon to review: audits or appraisals of Laboratory operations affecting safety (e.g., occupational safety and health, cryogenic safety, radiation safety, electrical safety, biosafety, etc.) or the environment and proposed corrective actions; safety-related operational event investigations; generic non-facility-specific unreviewed safety issues; criteria for environment, safety and health for the design and operations of facilities and equipment; plans for implementing operating safety limits; audit and inspection programs; training programs; plans for response to and recovery from major accidents in facilities; and proposed changes in the mode of operation or a facility modification that significantly increases either the probability or consequence of a bounding accident that was described in an authorization document.

3.2.7. The LESHC shall ensure the laboratory control levels listed in LESHC 1.0.a “List of Laboratory Control Levels Used in the Design of New or Modified Facilities” are applied in the review of new or modified facilities.

3.2.8. LESHC members shall attend meetings, perform independent, in-depth analysis of items presented related to their expertise and carry out site inspections when appropriate.

3.3. Accountabilities

3.3.1. The LESHC is accountable to the Deputy Director for Operations to provide technical review of ES&H issues on new projects or facilities.

3.3.2. The LESHC is accountable to Deputy Directors, ALDs, Department Chairs and Division Managers who call upon the Committee to provide technical review of ES&H issues.

3.3.3.The LESHHC is accountable to the science community to assist them to achieve BSA and organizational ES&H expectations in the design of their new or modified research facilities.

3.4.Authorities

3.4.1.The LESHHC shall recommend for approval authorization basis documents.

3.4.2.The LESHHC shall recommend for approval limiting conditions for operations.

4.Review Procedure

4.1.The Chairperson shall schedule meetings and convene the LESHHC when appropriate.

4.2.Meetings are usually held quarterly and at the request of the Chair.

4.3.Department Chairs and Division Managers shall make requests for LESHHC reviews via the project manager or similar designate.

4.3.1.The designate shall forward requests for evaluations to the Chair of the LESHHC and provide any necessary supporting documentation. The Chair shall ensure that appropriate time is allocated for Committee review.

4.3.2.If deemed appropriate for Committee review, then the Chair of the LESHHC shall contact the project manager and schedule a meeting date with the full LESHHC.

4.3.3.The project manager should make a presentation to the LESHHC or submit a document for review.

5.Decision Making Process

5.1.A quorum shall consist of a simple majority of the term members, which does not include the Secretary and the non-voting ex officio members.

5.2.The Chairperson shall decide if the members participating in the review comprise the appropriate technical core for the matter to be deliberated. The Chair has the authority to designate “ad hoc” members, as warranted.

5.3.A decision shall consist of a simple majority vote of the term members.

5.4.Decisions can be made using an email voting system.

5.5.If there are any dissenting votes, then a minority statement may be recorded by the LESHHC Secretary along with the decision.

6.Documentation

6.1.The LESHHC Secretary or designate shall prepare meeting minutes and publish them as a BNL memorandum to the Deputy Director for Operations with copies to the LESHHC members, the meeting requestor and the ALD for ESHQ.

6.2.The minutes and materials used during the presentations shall be kept in a dedicated file under the control of the LESHHC Secretary or in BNL's Action Tracking System (ATS).

6.3.Recommendations by the LESHHC that require response by BNL management or staff shall be defined as sequentially numbered Action Items in the meeting minutes.

6.4.The master list of Action Items and status shall be kept in a dedicated file under the control of the LESHHC Secretary or in ATS.

6.5.The project manager shall document the closure of open Action Items to the LESHHC Chair. Documentation of closure can be in a BNL Memorandum, email or through entries in ATS.

6.6.The LESHHC Secretary shall forward the closure documentation to the Committee members for their information.

7.Attachments

7.1.LESHHC 1.0.a, "List of Laboratory Control Levels Used in the Design of New or Modified Facilities"